. Event Schedule

1. Sample event schedule (dates and times)

2. Expected arrival and departure of participants and fans

(dates and times)

v. Definition of Ideal Host City/Venue

1. Include ideal characteristics

2. Include minimum requirements

vi. Benefits to Host City

1. Estimated number of attendees (participants/fans)

2. Days in the market/area

3. Room nights

a. Estimate based on how many rooms x # of nights that would be booked

4. Estimate economic impact

a. Research average nightly hotel rates in each of the

three areas that you are sending the RFP

i. Show your calculations

ii. Multiply by room nights to get total

estimated hotel expenditures

b. Estimate daily expenditures for participants/fans

besides hotel expenditures (food, gas, etc.)

i. Show your calculations

ii. Add to hotel expenditures to get an

economic impact total